

POLICY LETTER


DATE 7 JUL 99

OPR DEMA-TAG

SUBJECT: Reports of Contact

REGULAR POLICY LETTER DISTRIBUTION
(POLICY LETTER 10.01)

1. Most Department personnel in positions of responsibility are occasionally required to respond to questions, defend actions, or engage in discussions of unofficial or official matters concerning the Department. The civilian community has an interest and concern in most activities in which we are engaged. The news media frequently has a specific interest in certain of our functions and activities. There is no effort here to alter or influence these natural happenings. Emerging, however, is an immediate need to share matters discussed with the civilian sector.
2. Often, discussions of Department matters will subsequently reach the office of The Adjutant General accompanied by distortions and innuendo. It is in such instances that a record of the original discussion is essential. Our objective is to record decisions made and information given to outside agencies so that any later misunderstandings can easily be resolved by reference to the Report of Contact. In addition to furnishing a copy of reports to The Adjutant General, copies should also be routed to other interested persons within the organization.
3. Therefore, you are directed to maintain a file of Reports of Contact which will include, as a minimum, the following:
 - a. names of contact
 - b. title of contact
 - c. address and telephone number
 - d. date of contact
 - e. type of contact (personal, written, or telephonic)
 - f. summary of information requested and given
 - g. identification of Department personnel involved
4. Good judgment should be exercised in this endeavor in the best interest of you and the Department.


DAVID P. RATACZAK
Major General, AZ ARNG
The Adjutant General